

## **ACTION FORM**

<b>PROCEEDING Council Meeting 02/22/19</b>	
<b>DEPARTMENT OF ORIGIN Town Hall</b>	<b>DATE SUBMITTED: 02/22/2019</b>
<b>PREPARED BY:</b> Teresa Tieman	
<b>SUBJECT:</b> Changes to Employee Personnel Manual	
<b>REFERENCE:</b>	
<b>RELATED PROJECT:</b>	
<b>REVIEWED BY:</b> Mary Schrider-Fox, Town Solicitor and Ashley Stern (PKS Company), Town Auditors	
<b>EXHIBITS:</b>	
<b>EXPENDITURE REQUIRED:</b> None	<b>AMOUNT BUDGETED:</b>
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b>	
<b>TIMETABLE:</b> Effective upon approval	
<b>RECOMMENDED ACTION:</b> Approve the changes to the Personnel Manual so they reflect recent current practice and recent changes.	

### **BACKGROUND AND ANALYSIS**

During the 2018 Audit, PKS and Company, the Town Auditors, recommended the Personnel Manual be updated to reflect our current practices and recent changes. The following changes to the Personnel Manual are requested:

- Section 3-4 Pension Plan – Revised by Council on February 23, 2018;
- Section 3-9 Short-Term and Long-Term Disability Insurance – This is a new section. It incorporates the benefit into the handbook.
- Section 5-9 Vacation – Revised by Council on March 23, 2018;
- Section 5-12 Service Awards – Practice has been to issue employees checks not U.S. Savings Bonds with no know date of change.
- Section 7 Travel Policy – This is a new section of the handbook. It incorporates the travel policy into the handbook and ties per diem rates to the U.S. GSA (General Service Administration) rates. The last know policy is dated 10/22/2007 and is out of date.;

Please find the existing polices (where available) and the proposed policies attached.

### **3-4. Pension Plan (Existing)**

#### **A. Eligibility**

Each full-time employee with at least twelve (12) months of service shall be eligible to enroll in the pension plan offered by the Town of Fenwick Island. Temporary part-time, seasonal, or personal services contract employees shall not be eligible for the pension plan benefit.

#### **B. Terms**

##### **1) Employee/Town Contributions**

The Town Council shall fund said Pension Plan by contributing five percent (5%) of the base earnings (no overtime or special payments) of each employee covered by said Pension Plan into said Pension Plan on a monthly basis. Also, the Town shall match dollar for dollar the employee's contribution up to a total of 5% of the annual base The Pension Plan Advisory Services will be paid for separately by the Town.

##### **2) Vesting**

An employee becomes fully vested after three (3) years of service. Upon terminating employment with the Town, the employee is fully entitled to his/her own basic contributions. The employee's rights to any benefits from Town contributions will be determined by the employee's status on the plan's vesting schedule.

#### **C. Enrollment**

Any eligible employee who wishes to enroll in the Pension Plan or obtain a detailed explanation of the program shall notify the Town Manager.

### **3-4. Pension Plan (Proposed)**

#### **A. Eligibility**

Any full-time employee is eligible to enroll and begin deferrals into the Town of Fenwick Island Pension Plan.

Temporary, part-time, seasonal, or personal services contract employees shall not be eligible for the pension plan benefit.

#### **B. Terms**

##### **1) Employee/Town Contributions**

For each full-time employee with at least three (3) months of service enrolled in the Town of Fenwick Island's Pension Plan, the Town Council shall fund said Pension Plan by contributing five percent (5%) of the base earnings (no overtime or special payments) of each employee covered by said Pension Plan into said Pension Plan on a monthly basis. Also, for each full-time employee with at least three (3) months of service enrolled in the Town of Fenwick Island's Pension Plan, the Town shall match dollar for dollar the employee's contribution up to a total of 5% of the employee's annual base earnings (no overtime or special payments). The Pension Plan Advisory Services will be paid for separately by the Town.

##### **2) Vesting**

An employee becomes fully vested after three (3) years of service. Upon terminating employment with the Town, the employee is fully entitled to his/her own basic contributions. The employee's rights to any benefits from Town contributions will be determined by the employee's status on the plan's vesting schedule.

#### **C. Enrollment**

Any eligible employee who wishes to enroll in the Town of Fenwick Island's Pension Plan or obtain a detailed explanation of the program shall notify the Town Manager.

### **3-9 Short-Term and Long-Term Disability Insurance**

#### **A. Eligibility**

The Town of Fenwick Island provides short-term and long-term disability insurance for all of its full-time employees at no cost to the employee. Under the terms of the Town's current contract for short-term and long-term disability insurance, coverage is available for full-time employees working at least 30 hours per week. Coverage is effective on the first day of the month coincident with or next following three (3) months of full-time employment. Temporary, part-time, seasonal, or personal services contract employees shall not be eligible for these disability insurance benefits.

#### **B. Terms**

Under the terms of the Town's current short-term disability contract, employees are fully insured for short-term disability insurance at the rate of sixty percent (60%) of an employee's weekly earnings (no overtime or special payments), up to a maximum benefit amount of \$1,000 weekly beginning the eighth (8<sup>th</sup>) day of injury or sickness.

Under the terms of the Town's current long-term disability contract, employees are fully insured for long-term disability insurance at the rate of sixty percent (60%) of an employee's weekly earnings (no overtime or special payments), up to a maximum benefit amount of \$5,000 monthly beginning after a ninety (90) day elimination period.

#### **C. Enrollment**

All eligible employees should complete an enrollment form upon employment.



## 5-9. Vacation – Municipal Employees (Existing)

### A. Eligibility

- a) All full-time employees at the time of employment are eligible to begin accrual of vacation time to be used for rest and relaxation, illness when sick leave is exhausted and other times as approved by the Department Head and Town Manager. Temporary and part-time employees are not eligible for vacation leave.
- b) Uninterrupted part-time employment based on the most recent hire date may be counted in computing the number of years employed toward the vacation period earned if the part-time employee becomes a full-time employee.

### B. Terms

#### 1) Accumulation

a) Vacation is accrued beginning with the first week of employment, based on the following chart. Vacation earned may not be taken during the training/probation period. The accumulation of vacation earned and carry-forward hours at the end of any anniversary year shall not exceed the maximum indicated in paragraph b. below, unless approved by the Department Head and Town Manager.

b) Accrual of vacation leave shall be determined with length of continuous service credit. An employee is eligible for vacation according the following schedule:

<u>Years of Employ</u>	<u>Vac Hours Earned</u>	<u>Max. Accum.</u>
<u>0 through 1</u>	<u>40 hrs.</u>	<u>40 hrs</u>
<u>2 through 4</u>	<u>80 hrs.</u>	<u>160 hrs.</u>
<u>5 through 9</u>	<u>120 hrs.</u>	<u>240 hrs.</u>
<u>10 or more</u>	<u>160 hrs.</u>	<u>320 hrs.</u>

Any request for more than 80 consecutive hours of vacation leave must be approved by the Department Head and Town Manager.

#### 2) Vacation Pay

All vacations shall be on a time off with pay basis for eligible employees, and pay shall be computed at the employee's current weekly salary rate or based on 40 hours for hourly paid employees.

An employee may not receive pay in lieu of vacation.

#### 3) Benefit Accrual

While an employee is on vacation leave, benefits and other leaves shall accrue as though on duty.

## **5-9. Vacation – Municipal Employees (Continued)**

### **4) Termination Pay**

Employees who resign in good standing or retire and give at least two (2) weeks notice will be paid for accrued vacation time.

Employees discharged for cause or who do not give at least two weeks notice will be paid for any accrued vacation leave.

## **5-9. Vacation – Municipal Employees (Proposed)**

### **A. Eligibility**

- b) All full-time employees at the time of employment are eligible to begin accrual of vacation time to be used for rest and relaxation, illness when sick leave is exhausted and other times as approved by the Department Head and Town Manager. Temporary and part-time employees are not eligible for vacation leave.
- b) Uninterrupted part-time employment based on the most recent hire date may be counted in computing the number of years employed toward the vacation period earned if the part-time employee becomes a full-time employee.

### **B. Terms**

#### **1) Accumulation**

c) Vacation is accrued beginning with the first week of employment, based on the following chart. Vacation earned may not be taken during the training/probation period. The accumulation of vacation earned and carry-forward hours at the end of any anniversary year shall not exceed the maximum indicated in paragraph b. below, unless approved by the Department Head and Town Manager.

d) Accrual of vacation leave shall be determined with length of continuous service credit. An employee is eligible for vacation according the following schedule:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>	<u>Maximum Accumulation</u>
	<u>Hours</u>	<u>Hours</u>
<u>1 through 4</u>	<u>80</u>	<u>160</u>
<u>5 through 9</u>	<u>120</u>	<u>240</u>
<u>10 through 19</u>	<u>160</u>	<u>320</u>
<u>20 through 35 plus</u>	<u>200</u>	<u>320</u>

Any request for more than 80 consecutive hours of vacation leave must be approved by the Department Head and Town Manager.

#### **2) Vacation Pay**

All vacations shall be on a time off with pay basis for eligible employees, and pay shall be computed at the employee's current weekly salary rate or based on 40 hours for hourly paid employees.

## **5-9. Vacation – Municipal Employees (Continued) (Proposed)**

An employee may not receive pay in lieu of vacation.

### **3) Benefit Accrual**

While an employee is on vacation leave, benefits and other leaves shall accrue as though on duty.

### **4) Termination Pay**

Employees who resign in good standing or retire and give at least two (2) weeks notice will be paid for accrued vacation time.

Employees discharged for cause or who do not give at least two weeks notice will be paid for any accrued vacation leave.



## **5-12. Service Awards (Existing)**

### **A. Eligibility**

The Town of Fenwick Island will give a service award in recognition of employee service to the Town of Fenwick Island by full-time employees. Temporary or part-time employees shall not be eligible.

### **B. Terms**

Service awards will be given as of the following anniversary dates:

<u>5 years service</u>	<u>\$ 50.00 U.S. Savings Bond</u>
<u>10 years service</u>	<u>\$100.00 U.S. Savings Bond</u>
<u>15 years service</u>	<u>\$150.00 U.S. Savings Bond</u>
<u>20 years service</u>	<u>\$200.00 U.S. Savings Bond</u>
<u>25 years service</u>	<u>\$250.00 U.S. Savings Bond</u>

An employee shall receive a \$250.00 U.S. Savings Bond at the end of each additional 5 years of service after completing 25 years of employment with the Town.

## **5-12. Service Awards (Proposed)**

### **A. Eligibility**

The Town of Fenwick Island will give a service award in recognition of employee service to the Town of Fenwick Island by full-time employees. Temporary or part-time employees shall not be eligible.

### **B. Terms**

Service awards will be given as of the following service anniversary dates:

<u>5 years</u>	<u>\$ 50.00</u>
<u>10 years</u>	<u>\$100.00</u>
<u>15 years</u>	<u>\$150.00</u>
<u>20 years</u>	<u>\$200.00</u>
<u>25 years</u>	<u>\$250.00</u>

An employee shall receive \$250.00 at the end of each additional 5 years of service after completing 25 years of employment with the Town.

## **7-0. Town of Fenwick Island Travel Policy**

### **7-1 General**

#### **A. Purpose**

The purpose of this policy is to provide guidelines and specific procedures with regard to incurring and reporting Credit Card and/or other expenses for employees and officials for authorized Credit Card and/or other authorized expenses incurred in the conduct of Town business.

#### **B. Scope**

This policy does not cover every possible situation, but it establishes adequate parameters for employees and officials to make appropriate judgments about the expenditure of Town funds.

This policy applies to all employees, and others who are engaged in authorized Credit Card use and/or who expend Town funds for authorized purposes.

#### **C. Credit Card**

A Town issued credit card (hereinafter Credit Card) must not be used for personal or unauthorized purposes. The Credit Card is to be used for authorized expenses for Town personnel only and may not be used to charge expenses for family members or others not on official Town business. The Credit Card may not be used for cash withdrawal.

Employees must obtain an **itemized receipt** for all transactions. The receipt must be legible, itemized (reflecting the good or service purchased), and contain the vendor name, date of purchase, and price of each item. A receipt description, which only states "Miscellaneous" or "Merchandise", or only includes a vendor's stock or item number, is not acceptable. Receipt documentation may be paper or electronic.

Under extenuating circumstances, the employee may be unable to obtain an itemized receipt. In this case, the employee must provide a detailed written and signed explanation as to why an itemized receipt is not available. The explanation must be approved and signed by the Town Manager and/or Police Chief. When required, the explanation must be submitted to the Town Manager and/or Police Chief within 30 days of the transaction to be considered for reimbursement. This allows sufficient time for the employee to exhaust all reasonable measures for obtaining an itemized receipt.

All travel documentation must be provided to the Finance Manager **within seven (7) business days** after the completion of travel, including all itemized receipts. This action is required in order to document the expenses of the trip.

**NOTE: The Credit Card must not be used for personal or unauthorized purposes. The purchase amount must be reimbursed by the employee, within 30 days of the transaction if a purchase is for personal or unauthorized purposes or if an itemized receipt is not provided and the explanation for missing and non-Itemized receipts is not submitted as required. A copy of the check, deposit slip, and supporting detail on what is being reimbursed should be filed with the traveler's paperwork in case of an audit.**

## 7-2. Transportation

All trips requiring the use of common carrier must have prior approval of the Town Manager and/or Police Chief.

The mode of travel must be the method most advantageous to the Town. Travelers should consider total cost, the most economical use of time of the personnel involved and the requirements of the trip.

The standard for common carrier travel is coach fare. Common carrier should be booked at the lowest available fare consistent with reasonable business travel planning and may be booked from any source.

Travelers should be advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers to accumulate mileage on promotional plans, such as frequent flyer programs for personal gain.

Travelers may purchase tickets in advance of travel to take advantage of special discount rates (supersaver fares, etc.), or other savings that will accrue to the Town (i.e. supersaver discounts).

**Note: Most airlines will not give refunds or partial refunds for supersaver airfares.**

Baggage charges assessed by airlines are reimbursable to the traveler if and only if the charges are directly related to the work mission. The employee is limited to one checked bag. The need for additional bags must be preapproved by the Town Manager and/or Police Chief.

Town funds shall not be expended to pay for priority boarding or preferred seating unless it is deemed medically necessary. Preferred seating may also be approved if it is the only seating available or the cost of the preferred seating is less than taking a different flight. Documentation must be provided to the Town Manager and/or Police Chief before approving travel, prior to booking, for approval of preferred seating.

Travelers are encouraged to examine the advantage of fares requiring early trip departure or delayed return. The additional cost of meals and lodging for the required extra day(s) stay must be considered when comparing cost.

### A. Air Travel

#### 1. Accommodations

When commercial airlines are used as a mode of travel, accommodations should be coach/economy class, unless some other class is more economical.

#### 2. Routing of Travel

All travel shall be by the most economical and direct routes. If a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

### B. Rail Travel

#### 1. Accommodations

When rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be used.

#### 2. Routing of Travel

All travel shall be by the most economical and direct routes. If a person travels by an indirect route for personal convenience, the extra expense shall be the responsibility of the individual. Reimbursement for expenses shall be based only on the cost of the most economical and direct route.

## **C. Passenger Vehicles**

### **1. Town-owned vehicles**

Town-owned vehicles should be used for out-of-Town travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel, and parking.

### **2. Privately-Owned Vehicles**

The use of privately-owned vehicles for out-of-Town travel shall require prior approval of the Town Manager and/or Police Chief. Reimbursement of private vehicle expenses is at the rate proscribed by the U.S. General Services Administration (GSA) and only for actual and necessary miles traveled.

In considering approval, the Town Manager and/or Police Chief shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel/transit days.

When two or more employees travel in a privately-owned vehicle, only one mileage reimbursement will be approved.

## **D. Rental Cars**

### **1. General**

The use of a rental car when traveling out-of-Town must be justified as an economical need and not as a matter of personal convenience. All rentals should be at the most economical rate per day, including government rates. When traveling in groups, the sharing of vehicles, when practical, should be done to minimize costs.

### **2. Vehicle Size**

Whenever possible, compact cars shall be rented or reserved. However, if a larger size vehicle is more economical or more than two travelers are traveling together, the larger vehicle may be appropriate.

### **3. Refueling Before Return**

To avoid a refueling surcharge, all rental cars must be refueled before returning the vehicle to the rental company. Any surcharges billed to the employee or Town must be explained on the reimbursement request.

## 7-3. Per Diem Expenses

### A. General

#### 1. Per Diem Rates for Lodging

Travelers are expected to choose lodging that meets the traveler's schedule and business needs. Receipts are required for all lodging.

- a) **Non-Conference – Domestic or International lodging:** The Town will reimburse travelers for actual expenses up to 150% of the lodging rate for the destination city, as referenced below:
  - (1) United States - <http://www.gsa.gov/perdiem>
    - Rates are set each Federal Fiscal Year - October 1 to September 30.
  - (2) Foreign Areas - [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).
    - Rates are set monthly.

In situations where a non-conference lodging rate falls outside of the Town's guidelines, the traveler must obtain pre-approval from the Town Manager and/or Police Chief. If the traveler does not obtain prior approval, the Town may deduct the overage from the reimbursement request.

- b) **Conference – Domestic or International lodging:** The lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference. In cases where conference facilities are completely booked, travelers should obtain lodging based on the non-conference guidelines provided above.
- c) **Local Lodging:** Employees traveling locally typically do not require an overnight stay. However, in certain circumstances, when a multi-day conference or event occurs within the state an employee may stay overnight at a hotel. This must be preapproved by the Town Manager and/or the Police Chief. The traveler must document the business purpose of the local stay.

#### LODGING REIMBURSEMENT EXAMPLES:

- **Lodging in Atlanta, GA:**

The GSA lodging rate is \$138. 150% of the GSA rate is \$207. This means that the traveler may be reimbursed up to and including the \$207 rate (excluding applicable taxes) for Atlanta.

- **Lodging in Chennai, India:**

The U.S. Department of State lodging rate is \$300. 150% of the U.S. Department of State rate is \$450. This means that travelers may be reimbursed up to and including the \$450 rate (excluding applicable taxes) for Chennai.

- **Conference Lodging in Denver, CO:**

The GSA lodging rate is \$172. The conference is offering a rate of \$300 at the conference hotel. This means that the traveler may stay at the conference hotel at the \$300 rate.

Note: If the conference hotel is full and the traveler has to make other lodging arrangements they must follow the 150% per diem guidelines. 150% of the \$172 GSA rate is \$258. This means that the traveler may be reimbursed up to and including the \$258 rate (excluding applicable taxes) for Denver.

#### 2. Per Diem Rates for Meals and Incidental Expenses

- a) Travelers will use the rates established by the U.S. General Services Administration (GSA) for locations within the United States and by the U.S. Department of State for foreign areas. The per diem for meals allowance and incidental expense allowance.
- b. Within the United States, a standard rate is provided for each year and covers all locations.
- c. All per diem rates can be found at:



- (1) United States - <http://www.gsa.gov/perdiem>
  - Rates are set each Federal Fiscal Year - October 1 to September 30.
- (2) Foreign Areas - [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
  - Rates are set monthly.

#### MEAL REIMBURSEMENT EXAMPLES:

- **Full day of travel (Full Per Diem):**

An employee travels to Washington DC and NO meals are provided during a full day of travel.

**Washington DC M&IE = \$76**

**Calculation:** \$18 (breakfast) + \$19 (lunch) + \$34 (dinner) = \$71 + \$5 (Incidentals) = \$76.00/day.

- **First or last day of travel (75% of Per Diem):**

An employee travels to Washington DC and NO meals are provided on a travel departure or return day.

**Washington DC M&IE = \$76**

**Calculation:** \$18 (breakfast) + \$19 (lunch) + \$34 (dinner) + \$5 (incidental) = \$76 x 75% = \$57.00.

- **First day of travel with Conference meal included:**

An employee travels to a conference in Washington DC and lunch is provided on the first day of travel. (Total meal per diem less the allowable rate for the provided meal multiplied by 75%)

**Washington DC M&IE = \$76**

**Calculation:** \$18 (breakfast) + \$34 (dinner) + \$5 (incidental) = \$57 x 75% = \$42.75

## B. Lodging and Meals and Incidental Expenses (M&IE)

### 1. Lodging

- a. Lodging costs are authorized when approved official travel is out-of-Town, more than 12 hours, and overnight lodging is required.
- b. Lodging accommodations are priced for single occupancy rooms.
- c. Accommodations shared with family members or others not on official Town business are reimbursable at the single occupancy rate only.
- d. Accommodations shared with other Town travelers should be billed and reimbursed to one traveler. When required, reimbursements to more than one traveler shall be based on a pro rata share as reported on each reimbursement request.

### 2. Meals and Incidental Expenses (M&IE)

- a. The reimbursement for M&IE is not to exceed the standard locality M&IE rate. If using the M&IE rates from the GSA, no receipts are required. To qualify for more than the standard locality rate, it requires prior approval from the Town Manager and/or Police Chief and itemized receipts upon return.
- b. All expenses, including each individual meal, must be itemized separately.
- c. M&IE is authorized when approved official travel is out-of-Town, more than six hours or overnight lodging is required.
- d. M&IE include:
  - (1) Meals (**food, beverage, tax, and tips**). Tips should be reasonable and customary, not to exceed 20% of the bill before taxes.
  - (2) Incidental Expenses (**fees and tips given to porters, baggage carriers, bellhops, hotel maids, and**

stewards or stewardesses). The allowance for incidental expenses must not be used to purchase personal items.

(3) Meals and Incidental Expenses are not to exceed the location rate, as shown in the following table:

When travel is:		The allowance is:
More than 6 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more, on	Day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	Last day of travel	75 percent of the applicable M&IE rate.

e. Reduced M&IE

If a traveling employee knows in advance a meal is to be provided without cost to the employee, e.g., included in a conference fee; then a reduction to the daily per diem may be made for the appropriate meal as shown in the following table:

% Reduction to the location rate rounded to the nearest whole dollar	
Breakfast	20%
Lunch	24%
Dinner	50%

**NOTE:** The remaining 6% is related to incidental expenses.

## C. Miscellaneous Expenses Authorized to Be Claimed

1. Authorized expenses include:

- Ground transportation, including airport shuttle, taxi (excluding premium car service) or public transit.
- Hotel/airport parking and tolls for turnpike, bridges and/or ferries.
- Business related telephone calls.
- Personal telephone calls.

(1) Travel for three nights or less, not to exceed \$10 total.

(2) Travel for four nights or more, not to exceed \$20 total per week

e. Business related use of miscellaneous services.

Miscellaneous services include, but are not limited to, the use of hotel computers, printers, or data services. Use of such services must be preapproved by the manager approving travel. Services must be deemed necessary for the employee to perform required job-related functions.

f. Gasoline and/or Other Supplies

(1) When Town-owned vehicles are used, expense is reimbursable. All in-town gasoline fill ups should be made at the Town's gas tank unless authorized by the Town Manager and/or Chief of Police.

(2) Emergency repairs incidental to using a Town-owned vehicle.

g. Multiple Employee Meal Expense

When multiple employees are having a meal together and more than one meal is being reimbursed, the names of the additional individuals are to be submitted on a schedule itemizing the cost of each individual's meal. Individuals on per diem should have the meal cost deducted from the individual per diem rate.

2. Unallowable expenses include, but are not limited to:

a. Alcoholic beverages.

b. Entertainment, not affiliated directly with the conference.

## D. In-State Travel

1. Lodging

As a general rule, in-state lodging is not encouraged; however, there may be instances when it is deemed appropriate and cost effective. In such instances, lodging must be preapproved by the Town Manager and/or Police Chief.

2. Meals and Incidental Expenses (M&IE)

Meals and incidental expenses for in-state lodging must be preapproved by the Town Manager and/or Police Chief. As a general rule, such allowances are not encouraged, but may be approved on a case-by-case basis, as long as the amount does not exceed the GSA rate.

## 7-4. Travel Expense Reimbursement

Travel advances are permitted.

- All requests for travel expense reimbursements shall be submitted on the Town of Fenwick Island's Personal Expense Reimbursement Form. This form and supporting documentation, including required itemized receipts, should be submitted to the Finance Manager **within seven (7) business days** after the completion of travel. An **itemized receipt must be obtained** as proof of purchase. The receipt must be legible, itemized (reflecting the good or service purchased), and contain the vendor name, date of purchase, and price of each item. A receipt description, which only states "Miscellaneous" or "Merchandise" or only includes a vendor's stock or item number, is not acceptable. Receipt documentation may be paper or electronic (including pictures of receipts taken with a smartphone or other electronic device).
- Reimbursements for travel expenses incurred without required receipts, as outlined, is strictly prohibited. A "no receipt - no reimbursement" policy applies. Under extenuating circumstances, the employee may be unable to obtain an itemized receipt. In this case, the employee must complete an Affidavit for Missing and Non-Itemized Receipts. The employee must provide a detailed explanation as to why an itemized receipt is not available. The affidavit must be approved and signed by the employee's immediate Supervisor and the Town Manager and/or Police Chief. The affidavit must be submitted within 30 days of the transaction to be considered for reimbursement. This allows sufficient time for the employee to exhaust all reasonable measures for obtaining an itemized receipt.
- Receipts may not be customary for certain transactions (e.g., tips given to bellhops, maids, baggage carriers, etc.). These transactions should be included on the Town of Fenwick Island's Personal Expense Reimbursement Form.



## **ACTION FORM**

<b>PROCEEDING Council Meeting 02/22/19</b>	
<b>DEPARTMENT OF ORIGIN Town Hall</b>	<b>DATE SUBMITTED: 02/22/19</b>
<b>PREPARED BY:</b> Terry Tieman	
<b>SUBJECT:</b> Cleaning and Replacement of HVAC Ductwork in Town Hall	
<b>REFERENCE:</b>	
<b>RELATED PROJECT:</b>	
<b>REVIEWED BY:</b>	
<b>EXHIBITS:</b>	
<b>EXPENDITURE REQUIRED:</b> \$10,000	<b>AMOUNT BUDGETED:</b> \$0
<b>FUNDING SOURCE (Dept./Page in CIP &amp; Budget):</b> Realty Transfer Tax	
<b>TIMETABLE:</b> March 2019	
<b>RECOMMENDED ACTION:</b> Allow staff to arrange for the cleaning and replacement of duct work in Town Hall.	

### **BACKGROUND AND ANALYSIS**

Town Hall has been experiencing an intermittent odor. A plumber was called to examine the plumbing. The plumber could not determine a cause for the odor and suggested we check our duct work. Service Pro came to inspect the duct work and found that the duct work on the Council Chamber side of the building needs to be cleaned. Service Pro found the duct work on the staff side of the building needed to be replaced.

Staff contacted three vendors for the replacement. We would like North Star to replace the duct work at a cost of \$8,300. The vent cleaning will be conducted by Service Pro for \$950. We are requesting \$10,000 maximum; \$9,200 for service and \$800 contingency.